

New Hampshire Rivers Council
Executive Director Opportunity • February 7, 2007

The New Hampshire Rivers Council, the only statewide organization dedicated to conserving and protecting the state's rivers, is seeking an Executive Director to lead the organization through growth and expansion. The ideal candidate is experienced in working with an active nonprofit board of directors and a small organizational staff. He or she will have a proven track record in fundraising and organizational development, a thorough understanding of nonprofit legal and fiscal requirements, diverse management skills including communication technologies, excellent written and oral communication skills, and a deep appreciation for New Hampshire's rivers and watersheds. Please see the next page for the position description. The compensation package is commensurate with experience and a proven track record of organizational development.

By February 28, 2007, please email (preferred) a cover letter, résumé, and writing sample to:
executivesearch@naturesource.net or, applicants may mail cover letter, résumé, and writing sample to:

Executive Search
c/o naturesource communications
PO Box 3019
Boscawen, NH 03303

New Hampshire Rivers Council
Executive Director Position Description • February 7, 2007

The Executive Director will report to the Board of Directors and acts as the chief executive officer for the New Hampshire Rivers Council, managing its day-to-day business under the general oversight of the Board. The organization is based in Concord, NH.

Nonprofit management

- Work with board of directors, committees, and staff to increase the capacity of the New Hampshire Rivers Council (NHRC) to fulfill its mission
- Provide vision and leadership to grow the organization in size and stature
- Implement board policies and provide overall administration of the day-to-day business of the NHRC including staff and financial management
- Manage staff and daily operations including systems and processes, contracting, communication and technology.
- Work with Treasurer, other board members, accountant, and staff to draft annual budgets and create financial reporting systems
- Ensure compliance with state and federal nonprofit regulations, filings, and other requirements

Fundraising and organizational development

- Work with board of directors to complete and implement a new strategic plan
- Work with board of directors to develop fundraising prospects and secure short- and long-term financial resources for the NHRC
- Build relationships and trust with major donors
- Foster others' success including board members and staff
- Manage a membership growth campaign
- Working with staff, develop program and project recommendations for board of directors, including identification of funding sources

Communications

- Communicate effectively with board members, staff, funders, partners, media, agency staff, and community members
- Manage media relations to increase issue awareness and organizational visibility
- Network with other nonprofits, private corporations, and individuals

The ideal candidate has

- Excellent work habits;
- Experience managing a small staff;
- Ability to help others succeed including board members and staff;
- High quality communications, both written and oral;
- Conversance in technologies such as fiscal management software, MS Office, databases, and online resources;
- Ability to travel throughout the state and region; and a
- Willingness to perform the tasks required to get the job done within a small organization.